



NEW YORK CITY
COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK

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EVENING & SUMMER SESSIONS OFFICE
INTER-OFFICE MEMORANDUM

DATE: Summer 2017

TO: All Department Chairpersons/Program Coordinators

FROM: Pamela Brown, Associate Provost

SUBJECT: Summer 2017 Administrative Items

Please review the following material, related to adjunct and multiple position instructional staff members, as we begin the summer 2017 semester

1. Course management memo from Provost August – please distribute to your faculty
2. eClass Folders
3. Guidelines on eClass Folders Summer 2017
4. Adjunct Payroll Information – please distribute and post
5. Hourly Employee Time Sheet Calendar for Fiscal Year 2016-2017
6. Evening & Summer Sessions Office hours – summer 2017
7. Faculty Service Report (FSR) due dates
8. Adjunct Faculty Service Report form
9. Adjunct CLT Service Report form
10. Authorization to Employ Long-term Substitute Service form
11. Summer 2017 Academic Calendar
12. Administrative Items – SUMMER 2017

Kindly remember to let the dean's assistant know of any changes in adjunct personnel as they send updates to the Evening Office for payroll adjustments.

If you require further information about the policies and procedures for adjunct and multiple position instructional staff please call the Evening and Summer Sessions Office at 260-5565, NG-07 or visit the Evening & Summer Sessions Office [website](#).